

## **TO SECURE VIRGINIA TITLE AND TRANSFER OR BUY LICENSE PLATES**

### **TO SECURE VIRGINIA TITLE**

#### **VIRGINIA TITLE AS EVIDENCE OF OWNERSHIP:**

- Seller - Complete Section A (front side of Certificate of Title for a vehicle)
- Buyer - Complete Section C and bottom portion of form (reverse side of Certificate of Title to a vehicle)
- If you wish to purchase license plates when securing a Virginia title - Complete Section C
- A title fee of \$10.00 is required (additional fee for license plates-see attached insert)

#### **OUT-OF-STATE TITLE AS EVIDENCE OF OWNERSHIP:**

- Your name must appear on the original out-of-state title as owner
- Previous owner named on original out-of-state title must assign the title to you. The seller's signature must be included
- Complete the enclosed VSA-17A
- Title fee of \$10.00 is required (additional fee for license plates see attached insert)

#### **IF YOUR VIRGINIA TITLE IS LOST, MUTILATED OR ILLEGIBLE AND YOU WANT TO REPLACE IT:**

- Complete the enclosed VSA 66 (Application for Replacement Title)
- A \$5.00 fee is required

### **SALES AND USE TAX**

- Motor Vehicle Sales and Use Tax in the amount of 3% of the sale price of any vehicle or \$35.00 whichever is greater, with no allowance for trade-in
- Taxes must accompany the application for title

### **PURCHASE NEW VIRGINIA LICENSE PLATES FOR ONE OR TWO YEARS**

- Complete the enclosed VSA-14
- If your vehicle is not insured or insurance does not meet Virginia minimum requirement of 25,000-50,000 for liability coverage, you must pay the applicable Uninsured Motorist Fee
- If you want DMV to send your plates by air mail, or special delivery, submit the appropriate postal fee. (License plates weigh one pound; contact your local Post Office for proper postage)
- Submit correct license fee, (which can be determined from attached insert)

### **TRANSFER LICENSE PLATES**

- Complete the enclosed VSA-14
- If your vehicle is not insured or insurance does not meet Virginia minimum requirement of 25,000-50,000 for liability cover age, you must pay the applicable Uninsured Motorist Fee (unless you have already paid on this set of valid license plates)
- Pay a transfer fee of \$2.00 if transferring to a passenger vehicle weighing less than 4,000 pounds - 4,001 or more an additional weight fee is required (see attached insert)

### **LOCAL LICENSES AND VEHICLE STATE SAFETY/EMISSIONS INSPECTION**

- Contact your city, county or town authorities for information on local licenses and property taxes
- All vehicles driven on the highways of Virginia must display a valid annual State Safety Inspection
- **Northern Virginia** - Effective January 1, 1989 the Vehicle Emission Control Program (VECP) under federal and state regulations requires that an Emissions Test be done every two years by an authorized inspection station in addition to the annual State Safety Inspection in the counties of Arlington, Fairfax, Prince William, Loudoun and Stafford and the cities of Alexandria, Falls Church, Fairfax, Manassas and Manassas Park